

17

THURSDAY
OCTOBER, 1993

OCTOBER 1993							NOVEMBER 1993						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				

78 Days Left

APPOINTMENTS & SCHEDULED EVENTS

HOURS	NAME	PLACE	SUBJECT
7 0700	Peter Goodman		
8 0800			
9 0900			
10 1000	Carlton Epps		
11 1100			
12 1200			
1 1300			
2 1400			
3 1500			
4 1600	Tommy Nichol	10 Light St 15th Floor	
5 1700			
6 1800	SS to Denver 797B		
7 1900			
8 2000			
9 2100			
10 2200			

TO BE DONE TODAY (ACTION LIST)

✓ Copy of issues to Bob Landolt

Draw 101 w. Fayette

PHONE CALLS

Carlton Epps
Wanda Spain
George Wiseman

Looky for

- Copier
- Microfilm
- Microfilm reader/print

EXPENSE & REIMBURSEMENT RECORD

Sam Calvert
Ron Ballman
1 block - Gold card

Integrate Primary Plan

- Do inventory of equip
- Discuss approach to PP
- Get written procedures/policies
- Staff roster/assignments
- Performance standards
- Production data

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